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**WEARE BOARD OF SELECTMEN
MEETING MINUTES
September 21, 2009**

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; JAMES DONISON, SELECTMAN; KEITH R. LACASSE, SELECTMAN

TOWN ADMINISTRATOR: Naomi Bolton

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Evelyn Connor, George Malette, Jan Snyder

7:00 p.m. Chairman Clow called the meeting to order.

DEPARTMENT HEADS – Ms. Evelyn Connor informed the Board that the election line of her budget has funds remaining. The reason there are still funds in the line is because the Board had cut back on the warrants in the ballot which cut back on printing costs. Ms. E. Connor would like permission to purchase the total number of voting booths they are required to have per law. The booths costs \$500 for two booths and she would like to get as many booths for the amount she is allowed to spend; 15 booths are needed. Selectman Lacasse asked about the waiting times for elections. Ms. E. Connor said for town votes there is no wait time, but for Presidential elections there is a wait. If she cannot purchase the additional booths she would like permission to purchase parts to reconfigure the current booths. Chairman Clow asked about the state law requirement. Ms. E. Connor said it is calculated per voters; one booth for every one hundred voters and there are 6,000 voters. The town currently has 29 voting booths. Chairman Clow said they are looking for a third quarter review and put the purchase on hold until they know where the budget stands. Ms. E. Connor said there is approximately \$7,000 remaining in the election line.

Ms. E. Connor informed the Board that the E-reg is going very well; they had at least five residents utilize the service today with multiple registrations.

Vice Chairman Butt said it bothers him that this is just being brought up because there are funds available. Ms. E. Connor said she was going to make the request next year. Vice Chairman Butt asked if there was any other reason to purchase the additional booths outside of complying with the law. Ms. E. Connor said they need the additional voting booths for presidential elections.

MANIFESTS

Chairman Clow moved, Selectman Lacasse seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer or Deputy Treasurer to sign checks dated September 24, 2009. Passed 4-0-0

Accounts payable	\$296,415.69	(John Stark \$250,000.00)
Gross Payrolls	<u>\$49,861.69</u>	(Includes Spec. Detail, Taxes, Credit Union)
Total	\$346,277.38	

MEETING MINUTES

Selectman Lacasse moved, Selectmen Donison seconded to approve the minutes of September 14, 2009 as amended. Passed 4-0-0

ADOPT INVESTMENT POLICY – Ms. Jan Snyder said the example they were using for the town's investment policy was drafted in 2003. She found an investment policy that is more in compliance. Ms. Snyder said the market

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value should be at least 102% of the collateralized funds (which is state law and we are doing that). She would like to make some small edits to the policy they are reviewing, but feels it works best for the town. The Board discussed which funds would be included in the policy. Chairman Clow said even though they have been waiting a long time to adopt a policy, they are not ready to vote on the policy tonight. The adoption of the investment policy will be put on the agenda for October 5, 2009.

BUILDING COMMITTEE DISCUSSION – Selectman Donison said they had a Building Committee meeting this evening with a quorum. At the meeting the Building Committee reviewed a list of items, including the proposed schedule for work to be done at the gazebo by volunteers from the Weare Christian Church. Selectman Donison said on October 3rd the volunteers will work on painting, electrical work, security lights and check on the roof and repair problems. Selectman Donison said the Weare Historical Society has approximately \$350 available for funding of these repairs. Chairman Clow said they do not have to hold a public hearing to accept small donations, but the donation does need to be accepted by the Board.

Selectman Donison moved, Chairman Clow seconded to accept the money from the Weare Historical Society for repairs to be performed on the gazebo. Passed 4-0-0

Vice Chairman Butt mentioned the situation with the skateboard park and gazebo and having volunteers do the work. He feels it is beneficial to have volunteers do repair work but feels they need to assign someone to have oversight responsibility. Vice Chairman Butt said the Code Enforcement Officer should be involved and give endorsement on the project and possibly be the clerk of the works. Selectman Donison said they would like to plan to start and complete the project of repairing the gazebo on October 3. Vice Chairman Butt would just like the Code Enforcement Officer to be given information as to what is going to be done and who will be performing the work and with what qualifications. Selectman Donison said he will provide more detailed information.

Chairman Clow said he was led to believe there were some major structural issues with the gazebo. Selectman Donison asked Mr. George Malette if the structural repairs need to be done first. It was discussed the structural repairs could be done after. Mrs. Naomi Bolton will discuss the issue with the Code Enforcement Officer. Mr. Malette feels it would be a benefit for the Code Enforcement Officer to inspect the gazebo. The Board is grateful to the volunteers for their services, but wants to make sure the process is followed.

Vice Chairman Butt would like to review the job description of the Code Enforcement Officer.

Selectman Donison said the Building Committee discussed painting the trim on the Stone Memorial Building. There is a signed contract, but it does not look like the work will be done this fall and they need to see if they can extend the contract date.

Selectman Donison said the Building Committee discussed Clinton Grove and said they are trying to schedule the Fire Department to scope out the bell tower for water damage. It will cost \$10,000 to repair the tin roof on the bell tower and \$25,000 for painting the exterior. Selectman Lacasse said it is hard to pin point the repair cost on the tin roof until you remove the roof to view the damage. Vice Chairman Butt wants to know if the building is being restored for a specific use or preserved. Selectman Lacasse said they would like to see Clinton Grove utilized by the town. Selectman Donison asked about grants for restoration or preservation and said they need to know how much money they want to spend on the building. Vice Chairman Butt does not disagree with preserving the building. Vice Chairman Butt said they have prioritized projects for different buildings but they have not prioritized the buildings.

Selectman Donison mentioned the doors on the Town Hall, the estimate to repair the doors is \$5,000 and the estimate to replace the doors with a look similar to the historical doors is \$30,000. Selectman Lacasse said the repair will buy them time before needing replacement but does not feel repairing verse replacing is wise.

Chairman Clow said in regards to Clinton Grove and the Town Hall they need to make sure the structures are sound before making repairs and do the repairs in the correct order. Selectman Lacasse said the Building Committee discussed spending funds for a building assessment. Vice Chairman Butt said the Capital Reserve Fund

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spending did not pass and they would need to go to the Trustees to use funds for an engineering analysis. Chairman Clow said it was discussed they could not use the Capital Reserve Fund for assessment needs. Vice Chairman Butt mentioned the bequest for Clinton Grove and the Town Hall. Selectman Donison feels the building assessment is the right direction. Selectman Donison said the Building Committee discussed a 50% matching grant. Vice Chairman Butt said they have three funds in which to utilize for matching grants. Vice Chairman Butt said the money for the CRF was appropriated and he would rather not tap into the fund unless necessary; there are other funds they could utilize and not have to replace the funds and it would not affect the tax rate. Chairman Clow said he is leaning towards the replacement of the doors at the Town Hall instead of repairing. Vice Chairman Butt asked if they will be holding off on any repairs to the Stone Building until next year. Selectman Lacasse said for Clinton Grove they plan on making an assessment as soon as the tin is off the roof. Selectman Donison said it does not have to be replaced with a tin roof. It was discussed that the \$10,000 estimate is a high end estimate if there are no structural issues. Vice Chairman Butt commented on the \$25,000 to paint Clinton Grove and the fact that is was not going to happen this year. Chairman Clow is questioning if the structure of the bell tower is safe. Mr. George Malette said they will be making up the specs over the winter to put out to bid in the spring.

Selectman Donison said the Building Committee spoke with Chris Hague and she will be getting three quotes for the repairs to be done and will have the work performed in the spring.

To summarize the only work that will be done this year is checking on the structure of the bell tower on Clinton Grove. Mr. Malette asked if Mrs. Bolton could research if there are any grants available for preservation of town buildings. Mr. Malette said they have a list of the buildings on the National Register.

Mr. Malette would like to submit an application to do an inventory of all the town buildings for electrical and energy related costs and also include costs for vehicles utilized by different departments. Mr. Malette said all buildings would be tracked separately and to set this up is free. The inventory will flag any problems and recommend any additional audits. Chairman Clow asked about the 10% audit cost. Mr. Malette said it is worth submitting an application. Mr. Malette said they have done an audit on the Town Office Building and the Town Library. It was discussed that the grant application is due Friday.

Selectman Lacasse moved, Selectman Donison seconded to authorize the Town Administrator to complete and submit an application to the NH Municipal Energy Assistance Program for NH Municipalities for an inventory of town buildings and authorize the Chairman of the BOS to sign the application. Passed 4-0-0

It was discussed there is about \$162,000 in the Buildings and Maintenance Capital Reserve Fund.

Selectman Lacasse would like to know what direction the Board is leading towards for the doors for the Town Hall. Mr. Malette said the Building Committee agreed to move forward on researching old photographs of the original Town Hall doors. Selectman Lacasse said he would not like to go through all the work without the Board's opinion. Chairman Clow said the direction is to move ahead. Vice Chairman Butt said the front doors are not as badly rotted as the side doors. Mr. Malette said the front doors are rotted and the side doors are even worse. It was discussed that all three sets of exterior double doors need to be repaired or replaced.

Vice Chairman Butt asked if the Building Committee was anticipating on requesting money go into the Building Capital Reserve Fund for 2010. Selectman Lacasse said he would not want to ask for any more money and Chairman Clow agreed.

APPOINTMENT OF HEALTH OFFICER AND DEPUTY – Mrs. Bolton said they received a letter stating the term of the Health Officer has expired. Mrs. Bolton said Donna Meuse is interested in being reappointed and Chip Meany is interested in being the Deputy Health Officer.

Selectman Lacasse moved, Selectman Donison seconded to appoint Donna Meuse as the Health Officer and Chip Meany as the Deputy Health Officer. Passed 4-0-0

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ADMINISTRATIVE REPORT – Mrs. Bolton said she spoke with Primex regarding goal setting and they will require a minimum of 2 hours to meet with the Board. The Board agreed to meet with Primex on October 19th from 7-9 pm during their regular meeting.

Mrs. Bolton said that she, Selectman Osborne and Chairman Clow met with the School Board regarding the skate park. It was discussed the plan is to remove the old masonite and replace it with sheet metal and the plans will be brought into the Code Enforcement Officer before the work is started. Mrs. Bolton said she sent the license agreement to Primex to review before it gets signed.

Vice Chairman Butt said he would like Mrs. Bolton to speak to the PARC Director regarding maintaining the skate park. Chairman Clow said until last week PARC was working under the assumption that the school owns the skate park. It was discussed the park will not be used during school hours and a sign will be hung up.

The Board will hold a manifest meeting on October 12, 2009.

Mrs. Bolton said she spoke with Mr. Carl Knapp who agreed to plow Bolton Field after his regular route to allow the park to be open year round. Mrs. Bolton would like to reach out to the Snowmobile Association, on behalf of the town, to have signs posted on the trails to ensure minimal damage by staying on the trails.

CORRESPONDENCE – Mrs. Bolton said she received an email from Heleen Kurk regarding holding the meetings for the 250th Celebration Committee in the basement of the Town Office Building or in the Conservation Commission Room. Selectman Lacasse said as long as there are no scheduling conflicts he has no problem with allowing them to meet at the Town Office Building. The Board agreed.

Mrs. Bolton informed the Board that Southern NH Planning Commission is looking for buy in from every town; they are looking for a Proclamation from the Town of Weare. The Board will discuss this on October 5th.

Mrs. Bolton informed the Board that the last day to hold a public hearing for the bond is January 19, 2010 and the annual budget hearing will be on January 19, 2010. The Deliberative Session can either be held on Saturday, January 30, 2010 or February 6, 2010. The Board will review these dates.

OTHER BUSINESS – Vice Chairman Butt read a letter to the Board that the Weare Economical Committee is sending out hoping to get support from the business community. The Board was in approval of the letter.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 8:50 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 4-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 8:55 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 4-0-0

Proposed Asphalt Plant – Vice Chairman Butt stated that he had received an email regarding the proposed asphalt plant and he will forward it to Chairman Clow for him to respond.

Transfer Station Assistance – Vice Chairman Butt indicated that he has been approached by a resident stating that if a handicapped resident came to the transfer station they used to be offered assistance and that is no longer being done. The Board suggested that a sign be posted that would indicate that “Assistance is available – Inquire within.”

Tax Collector – The Board asked for an updated on the new tax collector. Mrs. Bolton indicated that she is working out very well and things are working smoothly.

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary